

Minutes of the Pre-Proposal Conference

April 8, 2021

Repair of the Crow's Nest at the Chief of Mission Residence in Lisbon

19P05021Q0012

The meeting was called to order at 10:00 am. The Facilities Manager welcomed all attendees and introduced herself Rebecca Beatty, Facilities Manager (FM), Rui Noronha (Facilities Maintenance Supervisor), Adelia Monteiro (Procurement Supervisor) José Gregorio, Procurement Assistant (Note Taker) and Mafalda Viriato (House Manager).

The meeting took place in the Chief of Mission Residence main public lounge to accommodate social distancing imposed by the new Covid 19 circumstances and was conducted in a more abbreviated fashion.

Representatives of the following firms (Prospective Offerors) attended the meeting:

- Pascoal Monteiro Construção Civil, Lda.
- Antonio Tavares Lopes Construções Civil, Lda.
- Socodefil, Lda – Construção Civil e Obras Públicas
- Companhia das Obras

The Procurement Supervisor (PS) explained the conference parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. She also indicated that any changes to the solicitation would be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

The PS address the meeting by explaining the new situation in contracting activities related to recently release of FAR clauses 52.20424 and 52.204.25 for commercial items. It was explained that section L – Evaluation factors in the solicitation must be addressed by all prospective quoters.

The PS informed all present that all the information regarding this solicitation will be available to all equally. It was also indicated that the solicitation and the whole contracting process is in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive.

The Procurement Assistant continued to address the meeting by calling everyone's attention regarding the importance of registering in the SAM (www.sam.gov System Award Management). The registration, is mandatory for all contractors engaging in business with the US Government for contracts above thirty thousand US dollars. Other documentation that needs to be send along with the proposal are the insurance policy copy and the Work Plan.

The PS focused the importance placed by Department of State on issues related to Combating Human Traffic (FAR 52.222-50).

Rui Noronha (Facilities Supervisor), conducted the site visit and explained in detail the various aspects focused on the Scope of Work.

All contractors took notes and spaces measurements. The Facility Manager explained that everything needs to remain unchanged as to preserve the history of the place. She explained that there is some “asbestos in the roof that need to be remediated with the proper asbestos company”. She also emphasized that the interior of the Crow’s Nest must be preserved, and all works must be done from the outside, in addition, she mentioned that the floor is to be replaced. The existing AC split unit is to be replaced or upgraded. An amendment will be issued to correct paragraph 6.g of the statement of work.

As for the outside awning it should be removed and set aside for the time being.

The Procurement Supervisor advised that all technical questions must be addressed in writing and be sent to lisbonprocure@state.gov as indicated in the solicitation.

The prospective quoters were escorted out and the meeting was adjourned by 11.00 am.